

Assessment /Care Proceedings/Pre Proceedings Letter to Agencies

Our Ref: _
Your Ref: _
Date: _

Telephone No: _
Fax No: _

_

Dear

Re: [_ – *child(ren)*]
Mother: [_ name and date of birth
Father [_ name and date of birth]
Family address _

Birmingham City Council Directorate of Children Young People and Families is carrying out an initial/Section47/ Core assessment in relation to [XX]. The purpose of the assessment is to gather information to make judgments and decisions about the child's future and may be used to decide whether to take court proceedings.

The assessment will consider : -

- The child's needs;
- The parents' ability to meet the child's needs; with or without support and
- Any other factors which may impact on the care which the child receives
- Help and support needed by the family
- Whether steps need to be taken for the child to live in the extended family or outside the family.

The City Council's concerns are/the information requested is

[Information suggesting unmet need or risk to welfare of child./Specific information being requested]

On Behalf of Birmingham City Council I request that you provide a written report/response containing any information you may hold which is relevant to these issues/setting out the information requested.

The Council looks forward to your co-operation in this urgent matter. The information is required in xxx days in order to meet assessment deadlines/the pre proceedings timetable. Would you please acknowledge receipt of this letter by signing and returning the additional copy of this letter in the enclosed envelope.

Delete agency details below as necessary.

[Police]

Although the court case has not yet commenced I enclose an Annex B request form setting out in full the information required and the timescales for disclosure and look forward to hearing from you. I confirm that a copy of the request has been forwarded to Police Legal Services

The annex b request form can be found in the police social care disclosure folder in the PLO database. Addresses for service of this document are set out at annex d in that folder

[Health agencies]

*The letter should be sent to the relevant professional and the named child protection manager
Delete the points below as necessary*

The information that is requested of you is as follows:

A narrative of your involvement with the family set out in a chronological format

Any concerns you have about the care being given to the child (children) by their parents.

Any positive aspects of the parents care that you have observed.

What support have you provided to the family to date?

What support will you be providing in the future? What support do you believe needs to be provided to the child and or child/parents?

What medication is _____ currently taking? Will this change? Are there any side effects to that medication?

What are the ongoing health needs of _____ ?

What diagnosis (if any) have you reached in relation to _____ ?

What further medical procedures need to be undertaken or do you recommend in relation to.

What cooperation have you received from the parents?

Have appointments being regularly kept.

I have written to the appropriate manager at the Child Protection Service of the Trust to advise of this request.

[Schools]

[I attach a checklist which sets out a list of matters which should normally be addressed. The report should however be a comprehensive document].

[GPs]

Information may be required in respect of the child or the adults involved with the child dependent on the nature of the harm alleged.

Please think carefully about the nature of the information you are seeking. The points below are suggestions only. Please delete those that do not apply and only use them if they clearly do apply

The information that is requested of you is as follows:

The medical history in relation to.....

What diagnosis (if any) has been reached in relation to _____ ?

What are the ongoing health needs of _____ ?

What medication is _____ currently taking? Will this change? Are there any side effects to that medication?

What further medical procedures need to be undertaken or do you recommend in relation to.

Any concerns you have about the care being given to..... by his parents. Please include information in respect of attendance at appointments..

Any positive aspects of the parents care that you have observed.

What cooperation have you received from the parents?

[I enclose a standard medical fee claim form which you should complete and return to me with your report Payments are made though Collaborative Arrangements between the NHS and Local Authorities and are limited to rates currently applied by the Primary Care Organisation for your area or by an individual contractor's prior agreement with its PCO

(The Claim form is document 8c in the PLO database.)

[Probation]

Delete the points below as necessary

The information that is requested of you is as follows:

A narrative of your involvement with the family set out in a chronological format

Details of the length of your involvement with _____.

Chronological narrative of your involvement with _____ .

Details of any courses that have been attended by _____ or which it is proposed they will attend. Please specify alternative courses attended. What the course covered the length of the course and whether or not was a regular attendee.

The extent of the cooperation (or otherwise) you have received from _____ .

Please produce any copy of a pre-sentence report that you have prepared or which has been prepared by any of your colleagues in relation to _____ .

How much longer you anticipate being involved with _____ .

What support service do you envisage providing directly or arranging to be provided to _____ .

What support services to you believe that _____ may benefit from?

[Child Benefit Office]

Usually in relation to the addresses of putative fathers and family members.

Address is: Customer Relations Unit, Child Benefit Office, PO Box 1, Newcastle upon Tyne NE88 1AA

I confirm that the Council is making enquiries under part 5 of the Children Act 1989 relating to the welfare of the child(ren) and that Section 63 of the Children Act 2004 applies. The information is likely to be used in court proceedings and the Council seeks the authority of the Board to disclosure for the purpose of those proceedings.

[Border and Immigration Agency]

This request is made among other things under Data Protection Act section 35(2) in that disclosure is necessary for the purposes of, or in connection with, any legal proceedings (including prospective legal proceedings).

The City Council seeks the following information.

1. Confirmation of personal details: names/DOB/nationality
2. Current immigration status
3. Immigration history

4. Any other specific details or references- including current or previous addresses/places of work or study/sponsor or reps details if known.
5. Any copies of relevant documents.

Disclosure of Documents

I also request disclosure of the following documents *[delete as necessary]*

-
-
-

Report Format

Delete if requesting info from Child Benefit Office or BIA

The City Council is considering whether to issue care proceedings and your statement may therefore need to be produced to the court as part of the evidence. You are therefore requested to supply this information in a format that can be produced to the court.

Your report should commence with your full name including middle names, professional address, qualifications/ experience and the nature of your involvement with the family.

It should end with the following declaration:-

“I declare that my statement is true to the best of my knowledge and belief and I understand that it may be placed before the Court.”

It should then be signed and dated by you.

Information Sharing

This request is made under section 10 of the Children Act 2004, which requires the relevant partners of the Children’s Services Authority to cooperate in arrangements to improve the well-being of children. If in doubt please refer to HM Government practice guidance on information sharing which has been endorsed by all partner organisations.

[YY – *parent*] has given written consent to our seeking this information from you – a copy is enclosed with this letter.

OR

It has not been [*possible*] [*appropriate*] to seek the consent of [YY] because (insert reasons here).....and the local authority would request that the information is shared in any case because given the serious nature of the concerns it is justified in the public interest to protect the child from

harm and to promote the welfare of the child and the sharing of the information is a proportionate response due to the clear risk of significant harm to the child.

Please feel free to contact me on _____ if you have any queries about this request.

Yours faithfully

On behalf of Birmingham City Council